

Certified Center Site Visit Checklist

Center Name:		CalRecycle ID:
Street Address:		Tank Size:
City/Zip:		Date:
Employee Name: Title:		Visiting Representative--Name and Agency/Payment Recipient:
Center Type: Oil Change Only <input type="checkbox"/> Auto Repair <input type="checkbox"/> Auto Parts Only <input type="checkbox"/> Auto Parts w/ Service <input type="checkbox"/> Gas Station <input type="checkbox"/> Specialty (Muffler, Tire, Brake, Tune-up, etc.) <input type="checkbox"/> Other <input type="checkbox"/>		

Center Requirements	Yes	No
1. Is the Certified Center sign posted so it is visible from the street? Signage can be ordered at: http://www.calrecycle.ca.gov/UsedOil/CertCenters/Signage.htm	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the center employee know the process and amount to pay when the recycling incentive is requested?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are written procedures for preventing the acceptance of contaminated used oil available on site?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a list of local government facilities or businesses that will accept contaminated used oil available on site?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has this center operator, corporate office, or local government advertised that the center accepts used oil from the public within the last six months? (If number 6 is No then question 7 must be No.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the advertisement include the center's name and address, and a statement indicating that a recycling incentive is available upon request?	<input type="checkbox"/>	<input type="checkbox"/>
8. Overall, does the center employee seem to understand program requirements?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do DIYers or businesses drop-off oil outside the building? If so, how much ____ (gals.) Date(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Comments		
Follow-up		

Goals

The goals of the certified center site visits are to:

- Ensure quality service to the public by reminding and updating center operators and staff about their responsibilities;
- Provide outreach and assistance to center operators;
- Provide the opportunity for local government staff to learn the needs, concerns, and issues of center operations and staff;
- Develop opportunities for local governments to promote centers and for centers to participate in local program efforts; and
- Alert CalRecycle of certified centers having difficulty meeting certification requirements.

Procedural Instructions

1. Site visits should be conducted in a relaxed manner rather than a formal inspection.
2. Contact the center operator or manager prior to the visit.
3. Once you arrive at the establishment, make sure that the certificate is visible.
4. Explain the purpose of the visit to the manager or operator.
5. Complete the top portion of the form and then go over the checklist questions with the manager or operator.
6. Provide any necessary materials based on their response to the checklist and review with them.
7. Explain your local program efforts and discuss ideas for collaboration.
8. Ask for input or comments on the program.
9. Write any comments in the comment section.
10. Indicate any future action needed in the Follow-up Section.
11. Call CalRecycle staff at (916) 341-6457 or FAX (916) 341-6455 if:
 - The operator or location of the center has changed;
 - The operator is no longer interested in being certified;
 - The center or business has closed;
 - The center is temporarily unable to accept used oil (remodeling);
 - A pattern of turning away the public is suspected;
 - The operator is reluctant or unable to meet the center requirements; and

If you have any other issues, please notify CalRecycle staff.